

14 April 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: James N. Glerum  
Director of Personnel

SUBJECT: FY 1985 Standard Support Requirements

Harry:

1. On 11 April 1983 your representative, [ ] provided OP 25X1  
with an explanation of the OP resources contained in the FY 1985 Standard  
Support Requirements (SSR) budgetary submission. He explained that through  
the process of assigning DDA and OP resources for each one of the Directorate  
initiatives, OP wound up with a total of [ ] positions and [ ] to 25X1  
cover the proposed Agency increase of [ ] positions. He also explained 25X1  
that the DDA SSR contained no recruitment factor, which would be applied later  
at the discretion of the Comptroller. Further, it was noted that the factor  
of \$30 per new employee for achievement awards was left out because it could  
be best justified in the OP budget. Finally, [ ] indicated that 25X1  
the DDA offices and OP would not be defending their portion of the SSR in the  
initial O/COMP review. After this initial review at the DDA level, the DDA  
offices and OP would be directly involved in adjustments and further reviews.

2. Although I do understand the difficulty of attempting to allocate  
supportive resources in bits and pieces according to numerous initiative  
packages, I must protest a final result which provides only 75% of the resources  
OP requires to provide the necessary services for the FY 1985 initiatives. The 25X1  
size and disposition of the [ ] Agency position increase in FY 1985 would 25X1  
require [ ] additional OP positions and [ ] according to the formulas  
we provided to you for basic OP services. Thus, OP seems to have been reduced  
by about 25% in the area of our uncontested service resources requirements.

3. I also understand that the size of the employee increase in the FY 1985  
budget may not remain fixed at the numbers contained in the initiative packages.  
However, I feel most uncomfortable in ignoring the [ ] positions and [ ] 25X1  
that will be required in additional OP resources if the budget is approved as  
compiled. Despite an assurance that the recruitment resources will be included  
later, as needed, by O/COMP, I would feel much more comfortable if they were  
included in the SSR from the very beginning.

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4. The achievement awards factor of \$30 per new employee does not seem to be a great deal of money. However, the total of [ ] for the 25X1 entire FY 1985 increase is a sizeable amount for OP to reprogram out of its budget to cover an increase in achievement awards.

5. If at all possible, it is requested that the OP resources contained in the SSR be increased to the level initially justified in our earlier factor submission. Although it is not currently planned that any of the DDA offices or OP will participate in the initial review of the DDA SSR with the Comptroller, you should be aware that OP would be very willing to defend the entire amount we require to support the FY 1985 initiatives, not to mention the lowered amount that has been included in the SSR at this point.

[ ]

James N. Glerum

25X1

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